

Professional Diploma in Jewelry Design (PDJD – 12th Intake)

2ND TERM ENROLMENT INFORMATION FOR OLD PARTICIPANTS (PDJD-20152/OS)

A. Enrolment Procedures

1. Please refer to the Time-table before completing the Enrolment Form.
2. Return the completed form(s), together with a crossed cheque in favour of The Hong Kong Management Association for Module Fee (HKMA Member: HK\$2,850 per module; Non-member: HK\$2,980 per module) no later than 5 August 2015.
3. Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
4. A receipt will be issued against payment.

B. Application for Exemption

A completed application form, together with copies of testimonials such as certificates and transcripts, must be submitted to the Secretariat before the course commencement date. An exemption fee of HK\$250 per module will be charged. Applications will not be accepted after the course has commenced.

C. Refund of Module Fee

1. Full refund less the HK\$490 HKMA membership fee for 2015 (if applicable) will be made for written withdrawal requests received prior to 5 August 2015 by the PDJD Secretariat.
2. Refund of module fee less the HK\$200 cancellation charge per module, plus the HK\$490 HKMA membership fee for 2015 (if applicable) will be made for written withdrawal requests received before 12 August 2015. Thereafter no refund will be made.

D. Commencement Date

Wednesday, 19 August 2015

Application Deadline

Wednesday, 5 August 2015

E. Deferment

Deferment will only be allowed under special circumstances before the commencement date with a handling fee of HK\$100 per module. After the commencement of the term, NO DEFERMENT will be allowed.

F. Notes for Applicants

1. As "Graduation Project" constitutes one module, enrolment in the Project requires the standard module fee (HKMA Member: HK\$2,850 per module; Non-member: HK\$2,980).
2. Enrolment in respective classes will be accepted on a FIRST COME FIRST SERVED BASIS.
3. All parts of the course should be completed in sequence.
4. The Secretariat reserves the right to make alterations regarding the details such as lecturers, context, dates, time and venues of the course(s) offered. Applicants will be notified when necessary.
5. Upon enrolment in a module, except the module "Graduation Project", the participant will receive a course manual which will be distributed in class.
6. Personal data will be used for the purpose of market research, programme development and direct mailing.

PDJD Secretariat:

Tel: 2774-8546

Fax: 2365-1000

Website: <http://www.hkma.org.hk>

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SECOND TERM TIME-TABLE

MODULE	DATE	VENUE
珠寶業的商業運作介紹 Introduction to Jewelry Business Operation PDJD-03105-2015-2-P	<u>Wednesdays</u> 19, 26 August; 2, 9, 16, 23 September; 7, 14, 28 October; 4 November 2015 (7:00 pm – 10:00 pm)	The Hong Kong Management Association Shop 2, G/F, Pico Tower, Gloucester Road, Wanchai HONG KONG
珠寶首飾設計之繪畫技巧 Drawing Skills on Jewelry Design PDJD-06104-2015-2-P	<u>Saturdays</u> 22, 29 August; 5, 12, 19, 26 September; 10, 17, 24 October; 7 November 2015 (2:00 pm – 5:00 pm)	
首飾製作知識講解 Accessory Production Practices PDJD-03106-2015-2-P	<u>Wednesdays</u> 25 November; 2, 9, 16 December 2015 *2016 schedule TBC* (7:00 pm – 10:00 pm)	
畢業報告 Graduation Project PDJD-00007-2015-2-P	<u>Wednesday</u> 11 November 2015 (7:00 pm – 9:00 pm)	

EXAMINATION

MODULE	DATE	TIME	VENUE
珠寶業的商業運作介紹 Introduction to Jewelry Business Operation	18 November 2015 (Wednesday)	7:00 pm – 9:00 pm	The Hong Kong Management Association Shop 2, G/F, Pico Tower, Gloucester Road, Wanchai HONG KONG
珠寶首飾設計之繪畫技巧 Drawing Skills on Jewelry Design	28 November 2015 (Saturday)	2:00 pm – 4:00 pm	
首飾製作知識講解 Accessory Production Practices	TBC	7:00 pm – 9:00 pm	

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2ND TERM ENROLMENT FORM FOR OLD PARTICIPANTS (PDJD-20152/OS)

(Please type or write in block letters)

Name: Mr/Ms _____
(Surname) (Other Names) (Chinese Name)

HKID No.: _____ Student No.: _____ (Please refer to student card)

Company: _____

Company Address: _____

Company Tel No.: _____ Fax No. (Office): _____

Pager No./Mobile Phone No.: _____ E-mail Address: _____

Nature of Business: _____

Present Position: _____ No. of Years: _____

Home Address: _____

_____ Tel No.: _____

Mailing Address: Company Home

Module(s) Applied for Exemptions _____

Sponsored By (Please tick) Self Company

FEE: * HKMA Member **HK\$11,400** (HK\$2,850 x 4) HKMA Membership No. _____

I would like to apply as HKMA Associate Member and pay in member rate

HK\$11,890 (HK\$11,400 + HK\$490 membership fee 2015: January to December 2015)

Following is my referee's information: (For the reference of the Membership Department)

Name: _____ Position: _____

Company: _____

Tel: _____ Fax: _____ Email: _____

Is the Referee a Member of the HKMA? Yes No

Non-member **HK\$11,920** (HK\$2,980 x 4)

Total Amount: _____ Cheque No.: _____ Account Name: _____

DATE: _____ SIGNATURE: _____

N.B. Please fill in all items to avoid delay. Incomplete application forms will not be processed.

Please fill in the following in block letters if you have changed your correspondence address:

New Home/Company Mailing Address:

New Home/Company Tel No.: _____

Fax No.: _____

* Participants enrolling in module(s) / programme(s) commencing next year can enjoy the member rate only if they continue to subscribe for the HKMA membership the following year.

For Office Use Only

06104P, 03105P, 03106P, 00007P